APPENDIX B – LIST OF BIDDER REFERENCE MATERIALS AND INTERNET LINKS

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1   ARTIFACTS

FILE FORMAT	TYPE	DOCUMENT TITLE
MS Word	Artifact	Artifact 1 – Metrics
MS Word	Artifact	Artifact 2 – Current System Data Dictionary
MS Word	Artifact	Artifact 3 – Data Entry Forms
MS Word	Artifact	Artifact 4 – User Roles
MS Word	Artifact	Artifact 5 – Recommended Forms
MS Word	Artifact	Artifact 6 – Reports
MS Word	Artifact	Artifact 7 – Information Groupings
MS Word	Artifact	Artifact 8 – County Infrastructure Surveys
MS Word	Artifact	Artifact 9 – County and State Training Locations
MS Word	Artifact	Artifact 10 – County Mode of Service
MS Word	Artifact	Artifact 11 – County Core Business Processes
MS Excel	Artifact	Artifact 12 – CDSS Estimated Caseload Growth
MS Excel	Artifact	Artifact 13 – Incumbent Vendor Location and Number of Printers
PDF	Artifact	Artifact 14 – CDSS Information Technology Standard
MS Word	Artifact	Artifact 15A – Data Center Statement of Work
MS Word	Artifact	Artifact 15B – Network Services Statement of Work
MS Word	Artifact	Artifact 16 – State Data Center Deliverable List
MS Word	Artifact	Artifact 17 – HHSDC Service Standards
MS Excel	Artifact	Artifact 18 – Cost Worksheets
MS Word	Artifact	Artifact 19 – HHSDC Network Services Deliverable List

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OTHER DOCUMENTS ONLINE

FILE FORMAT	TYPE	DOCUMENT TITLE
PDF	Interface	MEDI-CAL RFF035 File Paid Claims Data Dictionary
PDF	Interface	DE 813 – EDD Electronic Data Interchange Trading Partner Guide DE 6
PDF	Policy/Procedure	Management and Office Procedures Assignment of State Numbers Handbook
MS Word	Policy/Procedure	Deliverable Expectation Documents - DEDs
MS Word	Policy/Procedure	EBT County Cash Access Plan DED
MS Word	Policy/Procedure	EBT Requirements Traceability Plan and Matrix DED
PDF	Policy/Procedure	WDTIP Project Management Plan DED
PDF	Policy/Procedure	WDTIP Implementation Plan DED
PDF	Policy/Procedure	DCSS IV&V Oversight Monthly Planning Oversight Report DED
PDF	Policy/Procedure	LEADER Consortium Deliverable Standards Manual
PDF	Policy/Procedure	CalWin Deliverable Expectation Document Template
PDF	Policy/Procedure	WDTIP Communication Plan DED
PDF	Policy/Procedure	CalWIN Deliverable Expectation Process
PDF	Statistics	IHSS Provider Characteristics and Growth Estimates
PDF	Regulation	Federal Register 1-16-01
PDF	Regulation	Federal Register Notice 58782 Revisions to Standards for Race and Ethnicity (fr30oc97N)
PDF	General Info	USPS Coding Accuracy Support System
PDF	General Info	Postal Addressing Standards USPS Publication 28
PDF	Plan/Process	DHS and DOA Business Processes
MS Word	Interface	MSSP File Specifications
MS Word	Coolgen Report	Attribute Definition
MS Word	Coolgen Report	Batch Procedure Definition
MS Word	Coolgen Report	Batch Procedure Step Definition
MS Word	Coolgen Report	Column Definition
PDF	EBB	Sample EBBs
MS Word	Coolgen Report	Entity Type Definition
MS Word	Strategy	IHSS Eligibility Processing Support in SAWS Consortia Systems
MS Word	Coolgen Report	Logical Data Model List
MS Word	Coolgen Report	Online Packaging
MS Word	Coolgen Report	Online Procedure Definition
MS Word	Coolgen Report	Online Procedure Step Definition
MS Word	SRA	SRA 2001-230 CSR 5907 Purge Processing
MS Word	SRA	SRA 2002-078 SCI Interface

FILE FORMAT	TYPE	DOCUMENT TITLE
PDF	Manual	HHSDC Information Technology Security Manual
MS Excel	Policy/Procedure	Matrix of MPP's to ACL/ACIN
PDF	Policy/Procedure	CMIPS PAPDU/SPR (Approved April 2005)
MS Excel	Statistics	2004 County Survey Results Worksheet

3 HARDCOPY/CD DOCUMENTS

(Available by contacting the CMIPS Bidder's Library Administrator, 916-229-0877)

DOC #	TITLE
H1	CDSS IHSS Process & Guide Assembly Bill 1682
H2	CDSS Security Documents
H3	CMIPS Tax Processing
H4	EDD In-Home Supportive Services Reporting Requirements
H5	EDS Operations Documentation - received on 11/21/00 (Binder #172)
H6	IHSS Income and Resources References Guides (2 binders)
H7	IHSS-PCSP Handbook
H8	Interface Specs, DHS – Long Paid Claim / Medi-Cal 35-File, (List of Data Elements)
H9	Pro-Ration of Domestic and Related Services
H10	Protective Supervision
H11	SCO - Electronic Tape Claim, Submission Requirements Manual, November 1992
H12	Uniformity in Action - Workbook and Video
H13	CMIPS 2000 User's Manual January 2004 Revision – CD
H14	ICT Infrastructure Management (©2002, TSO, UK) – Book
H15	Application Management (©2002, TSO, UK) – Book
H16	Service Support (©2001, TSO, UK) – Book
H17	Service Delivery (©2001, TSO, UK) - Book
H18	Energy Star Specifications Printout of http://energystar.gov/ Pages as of 4/1/2005

4   HARDCOPY REPORTS

(Available by contacting the CMIPS Bidder's Library Administrator, 916-229-0877)

DOC #	TITLE
DSS IHSS All County Reports	
CASE	
CS01	Application/Approval/Denial/Termination Listing
CS02	Assessment Due Report – Alpha Sort
CS03	Assessment Due Report – Social Worker Sort
CS04	Assessment Due Report – Statewide Summary
CS05	CMIPS Warning Report – Social Worker Sort
CS06	Individual Provider / Recipient Reference - Not Currently Available
CS07	Office Caseload
CS08	Overdue Assessment Listing – Alpha Sort
CS09	Overdue Assessment Listing – Social Worker Sort
CS10	PCSP Alert Report - Not Currently Available
CS11	Reason Code Report – County Summary
CS12	Referral by Source By County
CS13	Service Assessment Report – Social Worker Summary
CS14	Service Assessment Summary Report – District Office Summary
CS15	Service Assessment Summary Report – County Summary
CS16	Service Assessment Summary Report – Statewide Summary
CS17	SSI/SSP Termination Listing
CS18	PCSP Adjustment Report by Site
CASE INTERFACE	
CI01	MSSP Report - Not Currently Available
CI02	MSSP Warning Alert Report - Not Currently Available
COUNTY CONTRACTOR	
CC01	CC Rate Change Exception Report - Not Currently Available
CC02	CC Rate Change Warning Report - Not Currently Available
CC03	Contractor Authorized Payments – Alpha Sort
CC04	Contractor Authorized Payments – Social Worker Sort
CC05	Contractor Authorized Payments Summary
CC06	Contractor Authorized Non-PCSP Payments Summary
CC07	Contractor Authorized PCSP Payments Summary
CC08	Contractor Hours Served Less Than 80%
CC09	Contractor Payment Rejects Report – Alpha Sort
CC10	Contractor Payment Rejects Report – Social Worker Sort

Doc #	Title
CC11	Contractor YTD Totals - Not Currently Available
HOMEMAKER	
HM02	Homemaker Detail Time Report - Not Currently Available
HM02	Homemaker Summary Time Report
MANAGEMENT STATS	
MS01 A B C D E F G H I J K L	Statewide Statistics Authorized Paid Report Paid PCSP to Total Percentages Caseload Summary Allocation/Estimated Expense Summary Monthly (Year to Date) Wage and Benefit Report – Individual Providers PCSP Adjustments State Summary Warrants Issues - Individual Providers Monthly Caseload, Hours Paid and Expenditures – Total PCSP and Residual for Each Provider Mode Monthly Caseload, Hours Paid and Expenditures – PCSP for Each Provider Mode Monthly Caseload, Hours Paid and Expenditures – Residual for Each Provider Mode Statewide Averages Paid WPCS to Total Paid WPCS to Total - Not Currently Available
MS02 A B C D E F	Statistics by County (Alphabetical by County Name) Authorized Paid Report Paid PCSP to Total Percentages Caseload Summary Allocation/Estimated Expense Summary Monthly (Year to Date) Wage and Benefit Report – Individual Providers Warrants Issues - Individual Providers
MS03	IHSS Paid Case Hours and Expenditures Summary - Not Currently Available
PAYROLL	
PY01	Balance Sheet - Not Currently Available
PY02	County Payment Voucher Report – Alpha Sort
PY03	County Payment Voucher Report – Social Worker Sort
PY04	Daily Payment Vouchers
PY05	Meals Balance Sheet
PY06	Third Party Liability
PY07	Workers Comp Report
PY08	WPCS Monthly Payment Voucher
PY09	County Monthly Payment Vouchers – Statewide - (Alpha)
PAYROLL – ADVANCED PAY	
PYAD01	Advance Balance Sheet - Not Currently Available
PYAD02	Advance Pay County Summary (Inc EFT) - Not Currently Available
PYAD03	Advance Payment Voucher Report - Alpha Sort
PYAD04	Advance Payment Voucher Report - Social Worker Sort
PYAD05	Advance Payroll Warning Alert - Not Currently Available
PYAD06	Advanced Payment Reconciliation Report

PAYROLL - ARREARS	
PYAR01	County Monthly Payment Voucher Arrears – Statewide Summary - Not Currently Available
PYAR02	County Payment Voucher Detail – Alpha Sort
PYAR03	County Payment Voucher Detail – Social Worker Sort
PYAR04	PCSP Adjustment Report
PROVIDER MANAGEMENT	
PM01	Individual Provider Alpha Report - Not Currently Available
PM02	Individual Provider Warning Alert - Not Currently Available
PM03	Provider 300+ Paid Hours Report
PM04	IP Rate Change Exception Report - Not Currently Available
PM05	IP Rate Change Warning Report - Not Currently Available
PM06	Over Payment Recovery Report - Not Currently Available
PM07	Payroll Warning Alert Listing – Alpha Sort - Not Currently Available
PM08	Payroll Warning Alert Listing – Social Worker Sort - Not Currently Available
PM09	Payroll Warning Alert Listing – Alpha All County
PM10	Payroll Warning Alert Listing – SW All County
PM11	UWDA Provider List - Not Currently Available
RECIPIENT MANAGEMENT	
RM01	Caseload Disaster Preparedness Assessment Profile
RM02	Monthly Characteristics Listing – Social Worker Sort
RM03	Recipient Summary Characteristics Listing
RM04	Recipient Summary Characteristics Listing – County Summary
RM05	Recipient Summary Characteristics Listing – Statewide Summary
RM06	Share of Cost Report – State Summary
RM07	Share of Cost Report for Arrears Payment
TAX	
TX01	DE-6 / 88 Tape Backup Listing - Not Currently Available
TX02	Earned Income Credit Report - Not Currently Available
TX03	FICA Refund Payment Activity - Not Currently Available
TX04	FICA Refund Void Report - Not Currently Available
TX05	Individual Provider Xref Report - Not Currently Available
TX06	Listing Of Adjustments - Not Currently Available
TX07	Tax Disbursement Report - Quarterly
TX08	W2 Zero Plug Report and W2 reports - Not Currently Available
TX09	W2/W2C Stat Report - Not Currently Available
WARRANT & TIMESHEET	
WT01	Duplicate Controllers Warrant Listing - Not Currently Available
WT02	Initial Replacement Timesheet Report - Not Currently Available
WT03	Lien Controllers Warrant Listing - Not Currently Available
WT04	No Timesheet Activity for 60 Days Report - Not Currently Available
WT05	Out of State Warrants

WT06	STO Exception Report - Not Currently Available
WT07	STO Redeposit Report - Not Currently Available
WT08	Void / Stop Payment Report - Not Currently Available
WITHHOLDINGS	
WH01	FICA Withholdings - Not Currently Available
WH02	FUTA - Not Currently Available
MISCELLANEOUS	
MI01	IHSS Daily Transmittal Report
MI02	Transaction Request

5 INFORMATIONAL INTERNET LINKS

REFERENCE	HYPERLINK
ADA Style Implementation Guidelines	http://www.webmasters.ca.gov/styleguide/accessibility.html
California Code of Regulations (CCR)	http://www.calregs.com/
California Department of Social Services Manual of Policies and Procedures (MPP)	http://www.dss.cahwnet.gov/getinfo/pdf/eas1.pdf
California Government Code (CGC)	http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=gov&codebody=&hits=20
California Labor Code	http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=lab&codebody
California Unemployment Insurance Code	http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=uic&codebody=&hits=20
California Welfare and Institutions Code (W&IC)	http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=lab&codebody
Capability Maturity Model	http://www.sei.cmu.edu/cmmi/
CCEVS	http://niap.nist.gov/cc-scheme/
CMIPS Project Home Page	http://www.cmipsproject.ca.gov/
Code of Federal Regulations (CFR)	http://www.gpoaccess.gov/cfr/index.html
DOF Information Technology Project Oversight Framework	http://www.dof.ca.gov/HTML/IT/Oversight/IT_Project.htm
DVBE Participation Program – Procurement Program Options	http://www.pd.dgs.ca.gov/default.asp?mp=osbcr/dvbepp/
Employment Development Department	http://www.edd.ca.gov
Energy Star Specifications	http://energystar.gov/
Enterprise Zone Act (EZA) [Preference] / Form 831	http://www.osp.dgs.ca.gov/StandardForms/Forms+Search.htm
Federal Register	http://www.gpoaccess.gov/fr/index.html
HIPAA Rules	http://www.cms.gov/hipaa/hipaa2/default.asp
IEEE Standards	http://www.ieee.org
~~Industrial Welfare Commission (IWC) Wage Orders~~	~~http://www.dir.ca.gov/Iwc/WageOrderIndustries.htm~~
ISO Standards	http://www.iso.org
ITIL Standards	http://www.itil.co.uk/
Local Agency Military Base Recovery Act (LAMBRA) [Preference] Form 832	http://www.osp.dgs.ca.gov/StandardForms/Forms+Search.htm
Microsoft Software Distribution Lifecycle	http://www.microsoft.com/windows/lifecycle/default.mspx
National Institute Of Health	http://www.nih.gov/
National Institute of Standards and Technology	http://www.nist.gov
NCSC	http://www.radium.ncsc.mil/tpep/
PMBOK Standards	http://www.pmi.org/

REFERENCE	HYPERLINK
State Administrative Manual (SAM)	http://sam.dgs.ca.gov/
Target Area Contract Preference Act (TACPA) [Preference]/ Form 830	http://www.osp.dgs.ca.gov/StandardForms/Forms+Search.htm
Title 26 – Internal Revenue	http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200126
Title 29 – Labor	http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200129
Title 45 – Public Welfare	http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200045